



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 4410.27A
LPP-2
15 Jul 94

MARINE CORPS ORDER 4410.27A

From: Commandant of the Marine Corps
To: Distribution List

Subj: PROCESSING CATALOGING ACTION REQUESTS (CAR)

Ref: (a) MCO P4400.77

Encl: (1) Sample Cataloging Action Request Format
(2) Instructions for Completing a Cataloging Action Request
(3) Sample Cataloging Action Request Cover Letter or Memorandum
(4) Sample Completed Cataloging Action Request Reply

1. Purpose. To provide instructions for obtaining new national stock numbers (NSN) or verifying existing cataloging data for all table of authorized materiel (TAM)-controlled and non-TAM-controlled items.

2. Cancellation. MCO 4410.27.

3. Exclusions. The following items are excluded from the provisions of this Order: Subsistence items, all class V(W) materiel (including conventional, nuclear, and toxic chemical munitions and related components), blank forms, Navy-Marine Corps forms, general officer stationery items, any medical items in Federal Supply Group (FSG) 65, medical items in any FSG assigned to the Defense Logistics Agency, items managed by the Defense General Supply Center in FSG's 68 and 91, and those commercial items of equipment (including automotive vehicles, materials handling, and mobile engineer equipment) not placed in stock as station equipment for the Fleet Marine Force.

4. Background. This revision is to delete clothing and textile items from the exclusion paragraph and to clarify instructions for cataloging actions for clothing and textile items.

5. Information. The reference assigns the Commander, Marine Corps Logistics Bases (COMMMRCORLOGBASES) the responsibility for obtaining NSN's, recording the Marine Corps as a user on an existing NSN for which the Marine Corps is not the primary inventory control activity (PICA), and verifying existing cataloging data. The CAR is the means by which the COMMMRCORLOGBASES initiates cataloging efforts.

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6. Action

a. CAR's for TAM-Controlled Items. A requirement for cataloging action will result from the initiation of new or rebuy procurements by the Commander, Marine Corps Systems Command (COMMARCORSYSCOM), the Direct Reporting Program Manager Advance Amphibious Assault (DRPM AAA), or COMMARCORLOGBASES. A CAR is not required when additional quantities of an item are to be obtained on an existing contract or when procurement is for garrison mobile equipment. However, if it is a reprocurement and the commercial and government entity code and part number have changed, a CAR will be required.

(1) The cognizant program manager (PM) or weapon system manager (WSM) at COMMARCORSYSCOM, DRPM AAA, or COMMARCORLOGBASES will complete the CAR. Enclosure (1) is a sample of the CAR format, and enclosure (2) provides instructions for its completion.

(2) In order for the COMMARCORLOGBASES (Code 850) to process the CAR in a timely manner, it is essential that all appropriate data elements in enclosure (1) be completed and that technical data information be attached that may assist in describing the item to be cataloged. Technical data is described as, but not limited to, technical data, drawing package, a list of major component parts and all pertinent dimensions, a brief narrative description of the end item, military standards, and/or contractor's catalog. Enclosure (1) should be annotated if technical data information is resident in the COMMARCORLOGBASES (Code 856) technical data repository, or the originator of the CAR will, via enclosure (1), provide information as to where it may be obtained.

(3) The CAR will be retained by the PM/wSM and not released to the COMMARCORLOGBASES (Code 850) for cataloging action until one of the following takes place:

(a) A request for contractual procurement (RCP) or military interdepartmental purchase request (MIPR) is accepted on category I reimbursable basis. After this occurs, the Notice of Acceptance (DD Form 448-2), RCP/MIPR, and CAR shall be forwarded via enclosure (3).

(b) An RCP or MIPR is accepted on a category II direct citation basis. After this occurs, a copy of the contract is normally furnished to the PM/wSM by the activity accepting the RCP/MIPR. The CAR with a copy of the contract will then be forwarded to COMMARCORLOGBASES (Code 850) via a cover letter or memorandum (see enclosure (3)).

(c) A contract or modification is executed by the COMMARCORSYSCOM/COMMARCORLOGBASES. After contract award/modification, the completed CAR (enclosure (1)) and the contract or

contract modification will be forwarded to COMMARCORLOGBASES (Code 850) via enclosure (3) per this Order.

(4) The cognizant PM/WSM will ensure that the CAR is complete prior to submission to the COMMARCORLOGBASES (Code 850).

(5) The COMMARCORLOGBASES (Code 850) will, upon receipt of the CAR, validate existing NSN's, catalog data, and/or obtain new NSN's; process the CAR per the reference; and initiate appropriate action to record the Marine Corps in the Federal Logistics Information System Record. After all cataloging actions are completed, a CAR reply (enclosure (4)) will be forwarded to the appropriate CAR submitter with a copy to the Commandant of the Marine Corps (CMC) (LPP-1).

b. Cataloging Action Resulting From Military Standard Requisitioning and Issue Procedure (MILSTRIP) Requisitions. The necessity for a CAR can result from a MILSTRIP requisition for TAM-control led items when the Marine Corps has not been registered as a user of the requisitioned NSN.

(1) The cognizant PM/WSM will complete a CAR as explained in paragraph 5a(1), preceding. The information on the CAR should agree with the MILSTRIP requisition.

(2) A copy of the CAR and the MILSTRIP requisition shall be forwarded to the COMMARCORLOGBASES (Code 850) via a cover letter or memorandum (see enclosure (3)).

(3) The action taken by the COMMARCORLOGBASES (Code 850) is explained in paragraph 5a(5), preceding.

c. CAR's for Non-TAM-Controlled Items. CAR's for non-TAM-controlled items will be completed by the appropriate PM/WSM. See paragraph 5a(2), preceding, for guidance regarding technical data that should be forwarded with the CAR to the COMMARCORLOGBASES (Code 850).

d. CAR's for Clothing and Textile Items. CAR's for all clothing and textile items managed by the Defense Personnel Support Center should be submitted to the COMMARCORLOGBASES (Code 835) for appropriate action.

e. Follow-up Action

(1) If a CAR contains management data that conflicts with that of the PICA as to the type of item requisitioned (i.e., end item, secondary reparable, or consumable), the COMMARCORLOGBASES (Code 850) will not be able to register the Marine Corps as a user of that item until the discrepancies (i.e., procedural, lack of information) have been resolved. The COMMARCORLOGBASES (Code 850) will coordinate with the CAR submitter to resolve all discrepancies.

(2) CAR's received via electronic mail will not be accepted unless technical data (see paragraph 5a(2), preceding) is on hand or forwarded with a copy of the CAR. CAR's received without sufficient technical data to obtain a new NSN or to verify existing cataloging data will be returned.

(3) The COMMARCORLOGBASES (Code 850) will notify the appropriate CAR submitter when a CAR cannot be completed (NSN assigned) in a timely manner; i.e., the lead service does not anticipate assignment of an NSN for at least 6 months.

(4) If the lack of technical data (see paragraph 6a(2), preceding) prevents a complete item identification to be prepared, the CAR submitter will be responsible for providing the COMMARCORLOGBASES (Code 850) with the reasons for lack of information.

f. Requests for Verification or Inquiry. Requests for verification of cataloging data, inquiry, or challenge shall be initiated by letter/memorandum directly to the COMMARCORLOGBASES (Code 850) by the cognizant PM or WSM.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



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SAMPLE CATALOGING ACTION REQUEST FORMAT

FOR USE BY THE PM/WSM FOR SUBMITTING DATA
FOR A TAM/NON-TAM-CONTROLLED NEW ITEM OF SUPPLY OR REBUY ITEM

1. Contract/MIPR Number _____
is forwarded for cataloging and/or new item entry action.
2. Letter of Adoption and Procurement (LAP) Number _____
3. End Item Application _____
(If Not End Item)
 - a. Quantity of End Item _____
 - b. Quantity of Items Per End Item _____
(If Not End Item)
4. Item Name/Model Number _____
5. Nature of Request (Check One): / / New / / Rebuy
(NSN) _____
6. Reference Data:
 - a. Reference/Part Number _____
 - b. Commercial and Government Entity Code (CAGE) _____
7. Unit Price _____
8. Stores Account Code (SAC) and Source Maintenance Recoverability Code (SMRC) - Check or fill in appropriate boxes:

/ / SAC 3 - End Item	(N/A) - SMRC
/ / SAC 2 - Modification Kits	() - SMRC
/ / SAC 2 - Depot Repairable	() - SMRC
/ / SAC 1 - Consumable/ Field Level Repairable	() - SMRC
9. Table of Authorized Materiel Control Number (TAMCN) _____
10. Weapon System Code (If Assigned) _____
11. Demilitarization Code (DMIL) _____
12. Shelf Life Code (SLC) _____
13. Control Inventory Item Code (CIIC) _____

ENCLOSURE (1)

14. Item Exit Date _____

15. Any other code or pertinent information (i.e., operational
test code, acquisition advice code, technical data package, etc.):

16. Cognizant PM/WSM:

Name _____

Office Code _____

DSN _____

ENCLOSURE (1)

INSTRUCTIONS FOR COMPLETING A CATALOGING ACTION REQUEST
FOR TAM/NON-TAM CONTROLLED ITEMS

1. The following data elements must be included on the CAR before forwarding to the COMMARCORLOGBASES (Code 850) for cataloging action. Failure to include the data elements will result in delays in cataloging action.

(a) Contract/MIPR No. To be completed by CAR submitter prior to release of the CAR to the COMMARCORLOGBASES (Code 850).

(b) Applicable LAP Number. If a copy of the applicable LAP has not been provided to the COMMARCORLOGBASES previously, attach a copy with the CAR. The COMMARCORSYSCOM (PSL) will assign LAP numbers prior to the initial staffing of the LAP.

(c) End Item Application. To be completed if the CAR is for an item that is part of an end item.

(1) Quantity of End Item. To identify how many of the end items are required to be used with this item.

(2) Quantity of Items Per End Item. To identify the quantity of this item that is required with each end item.

(d) Item Name/Model Number. Enter complete noun nomenclature and model number, if applicable; e.g., Test Instrument Facility, AN/GRM-104.

(e) Nature of Request. To identify if this is a new or rebuy (NSN required for rebuy).

(f) Reference Data

(1) Reference/Part Number. Enter reference/part number associated with the item of supply.

(2) CAGE Code. Include the CAGE code obtained from FED LOG. If the Cage code is not available, include the complete name and address of the manufacturer. If the manufacturer has not had a code assigned, have the manufacturer complete the Request for Assignment of a CAGE Code (DD Form 2051).

(g) Unit Price. Standard price of the unit of issue as established by the managing activity/contractor.

ENCLOSURE (2)

(h) SAC/SMRC

(1) SAC. A one-digit code used to differentiate between items in the Stock Fund Account and the Appropriation Stores Account. See UM 4400-71.

(2) SMRC. A six-digit code used for uniform management of reparable items. See MCO 4400.120.

(i) TAM Control Number. If the item is a new procurement item, cite the TAM control number assigned. If one has not been assigned, indicate when it will be assigned. The CMC (LPP) is responsible for assigning TAMCN's

(j) Weapon System Code. A two-digit alpha code assigned by the CMC (LPP-1). This code must be on the Defense Logistics Agency approved list of weapon system codes.

(k) DMIL Code. A single character alpha code assigned by the integrated materiel manager during the provisioning process identifying the degree of demilitarization (destruction of inherent offensive or defensive advantages to military equipment and material) required prior to accomplishing final disposition. (DoD 4160.21-M-1 refers.)

(l) SLC. A one-digit alphanumeric code that indicates the storage time period or perishability of an item.

(m) CIIC. A single-digit alpha/numeric code assigned to Department of Defense assets indicating security classification and/or security risk, sensitive items, or pilferage application. Used in combination with the DMIL codes. (See DoD 4100.39-M, volume 10, chapter 4, tables 61 and 192.)

(n) Item Exit Date. The life expectancy of the equipment.

(o) Miscellaneous Codes or Information. Any additional codes or information deemed necessary that can assist in cataloging the item.

2. Upon completing the data elements requested in the CAR, process per the instructions in the basic Order. Questions relative to the CAR should be addressed to the COMMARCORLOGBASES (Code 852).

3. Items 7 through 13 may be left blank when a CAR is submitted for a rebuy.

ENCLOSURE (2)

SAMPLE CATALOGING ACTION REQUEST COVER LETTER
OR MEMORANDUM

4410

From:

To: Commander, Marine Corps Logistics Bases (Code 850),
814 Radford Boulevard, Albany, GA 31704-1128

Subj: CATALOGING ACTION REQUEST

Encl: (1)

1. Enclosures (1) through () are forwarded for appropriate action.
2. Acknowledgement of receipt is requested by return endorsement.
3. Submit the completed CAR to the appropriate PM/WSM.

SIGNATURE

4410/12-2
Code 852-

FIRST ENDORSEMENT

From: Commander, Marine Corps Logistics Bases, 814 Radford
Boulevard, Albany, GA 31704-1128
To:

1. Receipt is acknowledged.
2. Point of contact is _____, DSN _____

SIGNATURE

ENCLOSURE (3)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

MCO 5300.3G
MPC-44

12 JUL 1961

MARINE CORPS ORDER 5300.3G

From: Commandant of the Marine Corps
To: Distribution List

Subj: FLEET ASSISTANCE PROGRAM (FAP)

Ref: (a) MCO P3000.13B, SORTS
(b) MCO P5320.5E, PRCM
(c) MCO 1001R.57
(d) MCO 1001.55A
(e) MCO 1510.39
(f) MCO 1001R.56
(g) MCO P1553.3, USMC UNIT TRNG MGT
(h) MCO P1040.31G
(i) MCO P1000.6F, ACTS MAN
(j) MCO 1130.53L
(k) MCO 1130.57F
(l) MCO 1130.60E
(m) MCO 7220.24M
(n) MCO P3000.15A, MPR UDP SOP
(o) JFTR, Vol. I
(p) MCO P1080.35H, PRIM

1. Purpose. To publish policy and guidance on the FAP to commanders at Marine Corps bases and stations that host tenant FMF units.

2. Cancellation. MCO 5300.3F.

3. Background. The FAP is a method by which the tenant FMF commanders and the host supporting installation commander agree to personnel requirements beyond the personnel capabilities of the host command. It is intended to provide the host command with sufficient manpower resources to accomplish current, new, or increased workload to support the tenant FMF commands. The agreement will stipulate those host manpower requirements that will be borne by the tenant FMF commands.

4. Information

a. The primary objective of the FAP is to augment the manpower resources of the host activity so that it may provide adequate support to its tenant FMF units without degrading the FMF's combat readiness.

b. A secondary objective of the FAP is to provide enhanced training opportunities for FMF Marines whose MOS could be put to better use in a garrison situation by the host commander. To facilitate accomplishment of this objective, FAP billets will be categorized as follows:

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(1) Category 1. Billet requires specific MOS. Operational and training opportunities for individual MOS skill maintenance and improvement are found predominantly at the host command, with only limited opportunities at the tenant command. Tenant FMF units should support these identified FAP requirements to 100 percent of their assigned onboard strength in that MOS when the situation permits. Examples of billets in this category may include those in law enforcement, fire and rescue, weather forecasting, and air traffic control.

(2) Category 2. Billet requires specific MOS. Operational and training opportunities for individual MOS skill maintenance and improvement are equally available at both the host and tenant commands. Tenant FMF units should support the identified FAP billet requirements in proportion to their assigned onboard strength in that MOS when the situation permits. Examples of billets in this category may include those in motor transport, communications, and postal.

(3) Category 3. Any billet not in Category 1 or 2. Tenant FMF units should support these billets in proportion to their overall onboard strength when the situation permits. Examples of billets in this category may include those in range, recreation, and other support staff functions.

5. Policy

a. The FAP will not alter the established mission of either the tenant FMF unit or the host supporting installation.

b. Combat readiness of FMF units remains the primary consideration.

c. Personnel provided to the host supporting installation will remain an integral part of their FMF unit, available for recall and immediate deployment with their FMF unit. For the purpose of this Order, deployment is considered to be associated with operational contingencies, major exercises, and the unit deployment program (UDP). Commanders of both supported and supporting organizations must remain aware that certain support functions will be required while portions of the FMF unit are deployed. The manpower requirements to support this remaining workload should be taken into consideration and negotiated accordingly. Tenant FMF unit commanders will report and account for all FAP personnel in the Marine Corps Status of Resources and Training System (SORTS) per reference (a).

d. The host supporting installation commander will determine the total number of personnel and specific grade/MOS skills needed to perform the assigned mission using standards provided in reference (b) as a guide. Negotiations between the appropriate tenant FMF commander and the host supporting installation commander

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will then identify the specific billets to be filled by FAP personnel. Negotiations will include the categorization and preparation of position descriptions, to include grade/skill and other required qualifications. The host supporting installation commander and the major tenant FMF commanders will mutually agree to each billet to which a Marine is assigned through FAP. A Marine assigned to a FAP billet will not be reassigned without approval from the parent tenant unit.

e. Host installation commanders should anticipate the disruption and associated manpower shortages that will occur when contingencies require the recall of FAP personnel back to their parent FMF units. Depending on its scope and immediacy, a recall can have little to severe impact on the host installation. To mitigate the impact, host installation commanders should establish and maintain plans that identify and provide for manning critical FAP billets when a recall does occur. Possible resources may include, but are not limited to:

(1) Internal Resources/Reorganization. Host installation commanders should consider their organic resources first. This may require a temporary reorganization in some cases; however, it is probably one of the most reliable and efficient means to meet a contingency.

(2) Temporary Service Contracts. Funding for contracts to temporarily utilize private sector resources is sparse and not readily available. This should not be considered a primary resource. For information concerning policy, procedures, and funding availability, contact the CMC (RFB).

(3) Individual Mobilization Augmentee (IMA) Program. Marines in the IMA Program are a source of trained and qualified individuals to fill a time sensitive portion of the Active Component wartime structure. IMA's are members of the SMCR, and are subject to involuntary recall under Title 10 U.S.C. Sections 672d, 673, and 673b. Under certain conditions, IMA's may be voluntarily ordered to active duty in support of their operational sponsor under the Active Duty for Special Work (ADSW) (Category IV) Program. Marines in the IMA Program are authorized 48 drills and from 12 to 30 days of Annual Training (AT) per fiscal year in their critical mobilization billet. Base/station commanders should identify those billets where assignment of IMA's is required and ensure they have been properly coded on the appropriate T/O's. Reference (c) establishes the IMA Program and provides guidance in its implementation. Reference (d) provides specific guidance on the ADSW (Category IV) Program.

(4) Preassigned Reservists and Retirees. Marines in the IRR and those who have retired (including the FMCR) are preassigned to supporting establishment T/O's which require additional manpower upon mobilization. These preassigned Marines will fall in on some

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billets currently filled by active duty Marines who are returned to their parent unit for deployment. Base/station commanders should identify those billets where preassignment of IRR's and retirees is required and ensure they are properly coded on the appropriate T/O's.

f. The CG MCRSC assigns IMA's to critical mobilization billets and preassigns IRR's and retirees to other mobilization billets. These assignments will only be made to valid T/O's found in the T/MR. Orders may be issued as follows:

(1) During peacetime, IMA's or preassigned IRR Marines are authorized training via drills/AT (IMA's only), ADSW (Reserve Component), or the Reserve Counterpart Training (RCT) Program administered by the CMC (RA). References (e) and (f) refer. Retirees may be voluntarily returned to active duty using the Voluntary Recall Program which is administered by the CMC (MM).

(2) During a contingency short of mobilization, or in direct support of the Active Component, IMA's and/or IRR's may be authorized voluntary active duty under the ADSW (Category IV) Program once requested by the base/station commander. Requests should be forwarded to the CMC (MPP-60). Retirees may be voluntarily returned to active duty using the Voluntary Recall Program which is administered by the CMC (MM).

(3) During Presidential Selected Reserve Call-up, IMA's may be involuntarily recalled to active duty under Title 10 U.S.C. Section 673b. IRR's may be authorized voluntary active duty under the ADSW (Category IV) Program once requested by the base/station commander. Requests should be forwarded to the CMC (MPP-60). Retirees may be voluntarily returned to active duty using the Voluntary Recall Program which is administered by the CMC (MM).

(4) Upon mobilization, the CMC (MPP-60) may issue to Reserve and retired Marines mailgram orders involuntarily returning them to active duty.

(5) Marines who are preassigned can be tracked using the Marine Corps Preassignment System (MCPS). The MCPS shows the T/O, the T/O line number, and the billet vacancies. Access can be obtained by contacting the CG MCRSC, Systems Management Division (SMD) at 1-800-255-5082.

g. When a major FMF command deploys and retains an extensive rear element, FAP personnel will still be required by the installation proportionate to the level of support required by the rear element. This Order does not preclude any additional cooperative arrangements between FMF and installation commanders.

h. The tenant FMF unit commander and host installation commander should refer any unresolved disagreements through the appropriate chain of command to the common commander for resolution.

i. Formal FAP agreements should be revalidated annually by the host and tenant FMF unit commanders.

6. Administrative Instructions

a. The host supporting installation commander and the tenant FMF unit commanders will enter into a formal agreement to determine the billets to be filled by MOS, category, and other qualifications. A position description should be prepared for each billet. The host installation command does not have the authority to move FMF personnel to billets other than those originally assigned without the express consent of the tenant FMF unit commander.

b. FAP billets will not be counted in the summaries of personnel chargeable to the installation.

c. Responsibility for training FAP personnel per reference (g) will reside with the appropriate host installation commander for the duration of the FAP assignment.

d. Installation commanders will decide billeting and subsisting arrangements for FAP personnel.

e. Both tenant FMF and host commands will formalize local procedures to make sure that career planning responsibilities contained in reference (h) are met.

f. This Order prohibits assignment of FAP personnel exclusively to food service attendant duty for more than 30 days per year or 15 days per 6-month period.

g. In assigning Marines to fill FAP billets, Chapter 3, Section 3 of reference (i) guides the tenant FMF commander. Tenant FMF commanders should screen and select qualified Marines for specific billets.

h. Commanders must not assign Marines to FAP billets when guarantees in their enlistment agreement preclude it. References (j), (k), and (l) outline these enlistment guarantees. An exception would be assignment to those FAP billets that require an MOS consistent with the Marine's guarantee.

i. Per reference (m), Marines who reenlisted for a bonus may be assigned to a FAP billet only if that billet requires use of the bonus skill.

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j. Units participating in the UDP will not be overstaffed to offset FAP requirements.

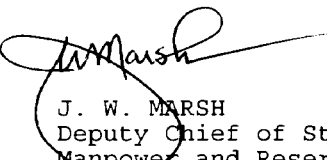
k. Instructions covering per diem entitlement for Marines assigned to FAP and performing duties away from the UDP unit or site of operations are outlined in reference (n).

l. FAP personnel will normally not be assigned duty at any physical location other than their permanent duty station, as defined in reference (o). If such assignments must be made, consider establishing an administrative detachment at the site where the individual is ultimately assigned. Otherwise, properly make such assignments as: temporary additional duty, permanent change of station, or permanent reassignment. References (n) and (o) outline payment of travel or other allowances to include per diem.

m. The standard period for a Category 2 or 3 FAP assignment will be 6 months. To maximize the installation's investment in training the Marine, all assignments should be for a minimum of 6 months. To protect the Marine's career development, assignments to Category 3 billets should be no more than 12 months.

n. Marines assigned to fill FAP billets will be counted on the tenant FMF unit's morning report as in a FAP status. The unit to which the Marine is assigned in a FAP status is administratively responsible per reference (p).

7. Additional Information. Assistance to field commanders in determining manpower requirements is available upon request to the CMC (MPC-40).


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